

## **10 FAM 380 MISCELLANEOUS SERVICES**

*TL:PEC-010; 06-07-2002)*

### **10 FAM 381 DIGITAL VIDEO CONFERENCING (DVC)**

*TL:PEC-010; 06-07-2002)*

a. The Electronic Media and Visual Services Team (IIP/TEM) administers the digital video program of the Coordinator for International Information Programs (IIP). Digital Video Conferencing (DVC) is a flexible, cost-effective broadcasting tool for interactive discussions and presentation on vital policy issues with key foreign audiences and opinion leaders. Typically, U.S. missions abroad use digital video to conduct policy discussions between officials or experts in the United States on one hand, and small groups or panels in the host country. DVCs can, however, include more than two sites.

b. DVCs are a useful tool for bringing U.S. policymakers, who otherwise would be unable to travel, into substantive discussion with foreign opinion leaders. DVCs are also particularly suitable for consultations between posts abroad and Washington, DC headquarters offices, training sessions, and other varieties of distance learning. Requirements for digital video interactive broadcasts are digital communication capability (e.g., ISDN lines), broadcast equipment and software, and appropriate training to conduct a DVC program.

c. IIP/TEM is responsible for DVC studio operation, managing the expansion of digital video technology at missions abroad, and providing technical support and advice to other offices. The IIP/TEM Team may administer special funding to promote digital video technology abroad by enabling missions to test the program values of DVC broadcasts, and then helping fund their equipment purchases. The DVC staff also tests the latest technology developments, and evaluates new Internet applications that may someday place digital video capability on virtually any desktop.

## 10 FAM 382 ELECTRONIC JOURNALS

*TL:PEC-010; 06-07-2002)*

a. The Coordinator for International Information Programs (IIP) publishes electronic journals organized around issues vital to supporting U.S. foreign policy, and to informing foreign publics about U.S. values and institutions.

b. The journals fall into the following categories:

- (1) Economic perspectives;
- (2) U.S. foreign policy agenda;
- (3) Issues of democracy;
- (4) U.S. society and values, and

(5) Global issues, which address transnational subjects such as the environment, drug trafficking, and international communications.

Editorial responsibility resides with appropriate IIP thematic teams. The Electronic Media and Visual Services Team (IIP/TEM) administers the overall electronic journal program, and provides additional technical, translation, design and formatting support.

c. Embassies and missions abroad are encouraged to download complete journals for printing and distribution-as well as distributing selected articles electronically to key audiences. Journal articles are also carried on the daily Washington File.

d. Topics for electronic journals are selected annually in close consultation with embassies abroad, and regional and functional bureaus in Washington, DC headquarters. Articles and subjects for journals are changed or modified throughout the year in response to changing events.

e. The journals are available in multiple formats on the Internet: as plain texts, as Internet web sites with hyperlinks, and in a formatted PDF version suitable for downloading and printing. Journals appear in English and in other language versions, (e.g., Spanish, French, Russian, Portuguese and Arabic).

## 10 FAM 383 E-MAIL LIST PUBLISHING

*TL:PEC-010; 06-07-2002)*

a. Using commercial list publishing software, the Electronic Media and Visual Services Team (IIP/TEM) administers a large number of separate mailing lists to support a variety of public diplomacy programs and administrative functions throughout the world.

b. Electronic mailing lists are an extraordinarily flexible and cost-effective way of delivering precise, targeted policy information to key audiences and opinion leaders throughout the world. It is frequently the medium of choice for communicating regularly with staffs abroad on specific or specialized subjects.

c. The mailing list distribution may be among a restricted audience, or open to the public. Some of the lists run by IIP/TEM are interactive discussions among all the members of the list (such as those conducted by the Information Resource Officers). Most, however, are broadcast or “announce-only” lists that supply texts, statements, policy documents, or other messages to subscribers.

d. As is the case with topical or issue-oriented web pages, the appropriate policy or program office is responsible for the content of the mailing list. IIP/TEM administers the overall list publishing program, including management of the contract with the Internet service provider.

## 10 FAM 384 INTERNET SERVICES

*TL:PEC-010; 06-07-2002)*

a. The Electronic Media and Visual Services Team (IIP/TEM), part of the Office of International Information Programs (IIP), administers the State Department’s Internet programs directed at international audiences. In this capacity, the Team employs a staff of Internet services officers, electronic media producers, and web editors and designers to provide a range of products and support for Washington, DC headquarters and offices abroad directly responsible for the daily management of specific web pages or embassy home pages.

b. IIP/TEM’s chief Internet responsibilities are:

(1) To administer the State Department’s International Information programs web site (<http://usinfo.state.gov>), which carries web pages spanning the range of foreign issues. Although individual issue or topical pages are the direct responsibility of appropriate policy and program offices, IIP/TEM provides standards, guidelines, rules, format restrictions, and

operating procedures for managing web pages carried on the usinfo.state.gov web site;

(2) To provide technical support and assistance for the wide variety of products and services now carried on the International Information web site, including management of contracts with the Internet service provider, specialized programming needs, electronic archiving of policy materials, and other requirements for organizing and delivering policy information;

(3) To create, edit, design, and maintain web pages in a variety of formats to address key foreign policy issues, support international conferences and summits, or respond to changing events or initiatives. Typically, IIP/TEM works in cooperation with a policy or program office charged with the chief responsibility for organizing the content of such web pages;

(4) To support U.S. embassy and mission pages abroad, providing technical support, oversight, hosting services, and guidelines for organization and operating procedures. Missions abroad retain primary responsibility for the content and operation of their web sites;

(5) To provide electronic graphics services and web design, including illustrations and photos. Produce online editions of print publications; and

(6) To explore new Internet and other electronic technologies, and develop standards and guidelines for electronic creation and dissemination of official policy information to international audiences and the foreign affairs community.

## **10 FAM 385 PRINT PUBLICATIONS**

### **10 FAM 385.1 Purpose**

*TL:PEC-010; 06-07-2002)*

a. Print publications of IIP support U.S. foreign policy objectives by providing Foreign Service posts with printed program materials e.g., pamphlets, brochures, books, press kit folders, paper shows, and posters. Printed materials cover the full range of U.S. foreign policy objectives, including:

- (1) Defense, arms control, and nuclear nonproliferation;
- (2) Economic and trade issues, including intellectual property rights;
- (3) Human rights, building democratic institutions, and rule of law;
- (4) Global issues such as international crime and terrorism, narcotics control, and climate change;

(5) Global Information Infrastructure and the free flow of information;  
and

(6) U.S. society and values.

b. Posts use printed publications as one tool among a range of public diplomacy products to provide key foreign opinion leaders with printed copies of material aimed at their specific interests.

c. The full text of most IIP publications also appear in electronic form on IIP's International Home Page.

## **10 FAM 385.2 Project Management**

*TL:PEC-010; 06-07-2002)*

a. Producing printed publications is the general responsibility of the Copyright and Print Publications Team (IIP/TCP). In response to mission program plans and requests from functional or regional bureaus, the team's editors and graphic designers conceive new publications; write or commission new material, or buy reprint rights to existing content; and edit and design these materials for print.

b. IIP/TCP closely coordinates with IRC Manila, which prints worldwide publications and distributes them to Foreign Service posts. IIP/TCP also works closely with RPO Vienna to produce Russian, NIS, and Eastern European language versions of publications and with ARS Paris to produce French editions. In conceiving new publications and deciding on content for a particular project, IIP/TCP frequently collaborates with the Department's functional or regional bureaus and the geographic and thematic teams within IIP.

## **10 FAM 385.3 Organizational Identification**

*TL:PEC-010; 06-07-2002)*

Development of printed publications is supported in Washington, DC by IIP's Copyright and Print Publications Team within the Office of Thematic Programs (IIP/TCP). Because the materials identified by these services are intended to influence foreign audiences, they are located in the Office of International Information Programs and are subject to the legislative mandate that governs programs of the IIP office, including "Smith-Mundt" limitations on distributing print materials to U.S. citizens.

## **10 FAM 385.4 Program Procedures**

### **10 FAM 385.4-1 Prioritizing Requests for New Publications**

*TL:PEC-010; 06-07-2002)*

a. Each year the IIP/TCP Team surveys functional and regional bureaus, the IIP leadership, and field posts to get a sense of each element's top priorities for the upcoming fiscal year and the necessary timing of any publication requests. IIP/TCP draws up a consensual master list or publication schedule for the fiscal year, seeking to balance the interests of all these elements against the staff resources and program funding available to the team. As new publication requests arise, IIP/TCP will weigh their relative priority against the projects on the master list and determine whether the new proposals should replace or push back projects agreed to earlier.

b. When judging proposals for new publications, consider the following:

(1) Is there a worldwide audience for this product?

(2) Does it deal with a significant policy issue that is a priority for the current Administration?

(3) Are Foreign Service posts based on past ordering patterns likely to buy sufficient copies to justify the print run?

(4) Is the proposed publication an efficient use of scarce staff time and program funds?

(5) Does the proposed title fill a gap in IIP's list of publications in print?

### **10 FAM 385.4-2 Ordering Procedures**

*TL:PEC-010; 06-07-2002)*

a. For each new or updated printed publication, IIP/TCP notifies posts about the product and explains to them how to order the publication. Most publications are available in English, French, or Spanish. Many are also available in Arabic as well as Eastern European and Russian/NIS languages.

b. Twice a year, IRC Manila telegraphs a complete list of publications in stock, indicating prices as well as language availability, to all principal posts. Posts may order English, French, Spanish, and Arabic copies by cabling IRC Manila. For Eastern European, Russian, or NIS language versions of IIP/TCP publications, posts should contact RPO Vienna.

c. IIP/TCP has the capacity to produce one or two new paper shows per year. Until stocks are depleted, IIP/TCP also makes available to Foreign Service posts paper shows produced in previous years. A typical paper show comprises 12-15 panels of images-photographs or illustrations-with accompanying text panels. Most paper shows have been produced in English, French, and Spanish, and in a blank version for imprinting local languages. When a post orders a blank version of a paper show, it receives a free English copy for translation and text placement.

## **10 FAM 385.5 Production Costs**

*TL:PEC-010; 06-07-2002)*

a. IIP/TCP's program funds ordinarily cover costs of:

- (1) Commissioning written texts or acquiring reprint rights to existing texts;
- (2) Reprint rights for photographs and illustrations, as well as commissioned photographs and illustrations; and
- (3) Translations into the following world languages: French, Spanish, Arabic, and Russian.

b. Translations into other languages and associated costs are the responsibility of the Foreign Service post or regional bureau that requires the translation. IIP does not fund translation or production costs associated with staff positions at ARS Paris or RPO Vienna. Collaborating elements will not be charged for the significant staff time of IIP/TCP's editors and graphic designers that goes into any publication project.

## **10 FAM 386 PUBLIC DIPLOMACY QUERY (PDQ) DATABASES**

*TL:PEC-010; 06-07-2002)*

a. The Public Diplomacy Query (PDQ) Internet databases were created to serve the information needs of U.S. embassies, mission, and Information Resource Centers (IRCs) around the world. PDQ is administered by the Electronic Media and Visual Services Team (IIP/TEM), which is part of the Office of International Information Programs (IIP). PDQ comprises a wide array of text, documents, publications, reports, and other materials on U.S. foreign policy and programs abroad, as well as more general information about U.S. Government, society, and culture.

b. Chief users of the PDQ databases are the IRCs, Reference Specialists and Information Resource Officers based in Washington, DC. PDQ is also publicly accessible to any user of the USINFO web site at

<http://usinfo.state.gov> (except for certain staff-only materials, which require a name and password). PDQ carries no classified material.

c. There are three basic PDQ and databases. All are indexed and each item coded to correspond to the strategic goals and national interests:

- (1) PDQ Text;
- (2) PDQ Library Documents Collection; and
- (3) PDQ Books and Documents.

d. PDQ Text contains full text and bibliographic information of the Washington File, VOA editorials, daily reports of foreign media reaction, IIP print publications, web site materials, electronic journals, and the Department of State Dispatch. PDQ Library Documents Collection contains citations to government documents and think tank reports. PDQ Books and Documents, a staff-use database, is a collection of annotated bibliographic descriptions from the Books and Documents, Electronic Advanced Documents Service and annual Book Presentations lists.

## **10 FAM 387 REPRINT RIGHTS**

### **10 FAM 387.1 Project Management**

*TL:PEC-010; 06-07-2002)*

Obtaining foreign reprint rights for magazine and newspaper articles is the responsibility of the Copyright and Print Publications Team (IIP/TCP) under the ultimate guidance of the Legal Adviser's Office. In response to requests by Foreign Service posts and Information Resource Centers (IRCs), IIP/TCP's staff will contact U.S. publishers and other rights-holders and seek to obtain the rights needed for the use requested by the post. IIP/TCP will also negotiate reprint rights for articles and excerpts to be used in Department print publications, electronic journals, Web sites, or the Washington File.

### **10 FAM 387.2 General Copyright Guidance**

*TL:PEC-010; 06-07-2002)*

Posts under any doubt as to whether the Department owns the right to republish or disseminate an article should contact IIP/TCP. This team will seek further clarification from the Legal Adviser's Office if the case is not routine. In general, posts may not reprint, translate, abridge, paraphrase or make other use of copyrighted material without specific consent of the copyright owner or a ruling by IIP/TCP or the Legal Adviser's Office.



## **10 FAM 387.3 Fair Use**

*TL:PEC-010; 06-07-2002)*

a. Section 107 in the U.S. Copyright Act of 1976 states—“the fair use of a copyrighted work, including such use by reproduction in copies, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in a particular case is a fair use the factors to be considered shall include: the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work.”

b. To understand the words of the law, it is important to remember that there is no simple or easy formula to determine whether a particular use is a fair use. Courts weigh all four factors mentioned above in judging each case. Courts also decide what fair use means on a case-by-case basis. Thus, only when a rights-holder sues another party for copyright infringement and a court makes a ruling, can one be entirely certain that a particular use is or is not “fair.” Although the courts recognize that the public is entitled to make fair use of copyrighted material for certain specified purposes, posts must exercise extreme care not to abuse this legal privilege.

## **10 FAM 387.4 U.S. Government Authors**

*TL:PEC-010; 06-07-2002)*

Speeches made by U.S. Government officials or articles they have written in their official capacity are not subject to U.S. copyright law and so may be freely reproduced.

## **10 FAM 387.5 IIP/TCP Print Publications**

*TL:PEC-010; 06-07-2002)*

As U.S. Government publications, these materials do not carry a copyright covering the whole publication. On occasion, however, reprinted essays or articles within the publication may carry a copyright notice. This is frequently true of reprinted photographs as well. Since IIP/TCP buys full rights abroad when it commissions materials, it is permissible to reprint from its publications unless a particular portion is covered by a copyright notice.

## **10 FAM 387.6 Procedures for Reprint Rights**

### **10 FAM 387.6-1 Requests**

*TL:PEC-010; 06-07-2002)*

a. In requesting reprint rights, posts should provide the following information to IIP/TCP:

- (1) Title of article;
- (2) Author;
- (3) Source;
- (4) Date of publication; and
- (5) Proposed use.

b. Posts should also include any additional requirements such as the need for Internet publication rights or abridgments.

### **10 FAM 387.6-2 Abridgements**

*TL:PEC-010; 06-07-2002)*

If the article is edited substantially, the requesting post or team should provide a copy of the edited version since many publishers and authors will ask to approve it.

### **10 FAM 387.6-3 Response Time**

*TL:PEC-010; 06-07-2002)*

a. Four to six weeks response time is typical of many U.S. publishers. If the requesting element needs the rights sooner than four to six weeks, it is important to specify the date needed on the request.

b. After receiving a request, IIP/TCP seeks to make initial contact with the publisher within 24 hours and do follow-ups when a request has been pending with a publisher for two weeks.

## **10 FAM 387.6-4 Funding**

*TL:PEC-010; 06-07-2002)*

For most requests posts will be charged a nominal fee for each article for which they seek rights. If the U.S. publisher charges are significant, IIP/TCP will query the requesting post to find out whether the post is willing to pay the actual fee.

## **10 FAM 388 U.S. SPEAKER AND SPECIALIST PROGRAM**

### **10 FAM 388.1 Introduction**

*TL:PEC-010; 06-07-2002)*

a. The U.S. Speaker and Specialist Program aims to facilitate communication between individual U.S. citizens representative of the broad range of responsible and informed opinions of this country's excellence and key foreign audiences. The U.S. Speaker and Specialist Program awards grants to U.S. experts to present lectures, serve as consultants, or conduct workshops and seminars for professional audiences. Grantees are programmed in most disciplines, except English language teaching, and with a variety of professional audiences. U.S. Speaker and Specialist Grantees do not teach undergraduate classes or conduct research. The program applies the intellectual and creative competence of those U.S. citizens to public diplomacy issues identified by U.S. missions abroad. Grantees travel to one or more foreign countries, or participate in an electronic Telepress Conference (TPC) or Digital Video Conference (DVC).

b. Teleconferencing allows people in two or more locations to interact and communicate their thoughts, ideas and concepts, despite their physical separation. A TPC is an international telephone conference call that links one or more U.S. speakers/specialists anywhere in the world with audiences in one or more locations.

c. A Digital Video Conference (DVC) is a full motion video-teleconference programming technique which enables U.S. and foreign participants on both sides to see and talk with each other in real time.

d. The U.S. Speaker and Specialist Program has an important domestic dimension. Upon their return to the United States, the U.S. experts can share with other U.S. citizens the insights they have gained into foreign cultures. To maximize this benefit, the Program maintains an active commitment to casting as wide a net as possible to attract new participants.

## 10 FAM 388.2 Guidelines

*TL:PEC-010; 06-07-2002)*

The following guidelines pertain to all traveling U.S. Speaker and Specialist, DVC, and TPC grantees whether they are recruited by program officers in the International Information Programs Office or directly by missions abroad.

### 10 FAM 388.2-1 Selection

*TL:PEC-010; 06-07-2002)*

Criteria used in selection of speakers:

(1) **Broad Range of Responsible and Informed Opinion**—U.S. Speaker and Specialist grantees are representative of the broad range of responsible and informed opinion throughout the United States. Selected on the basis of the quality of their credentials, their ability to communicate, and the relevance of their contributions to mission performance plan objectives, they are not limited to the expression of U.S. Government policies;

(2) **Mission Performance Plans**—All U.S. Speaker and Specialist grantees will be recruited to meet specific mission performance plan requirements, as they are aggregated under world-wide priority themes. Programs are requested in two forms: name requests and those projects for which a grantee must be identified. For all name requests, posts are required to provide sufficient justification for the individual(s) specified. Justification must include up to date contact information and rationale for the selection of the individual;

(3) **Recruitment**—To recruit grantees, program officers contact professional organizations, other Department of State elements, and other U.S. Government agencies, review biographic information on file, conduct online searches, or contact former grantees. Resumes for potential grantees must be forwarded to the mission for review and approval. The final decision to program a candidate always rests with the mission;

(4) **Citizenship**—U.S. citizenship is required for all U.S. Speaker and Specialist grantees, including all participants in DVC/TPC programs. In those rare instances when it can be demonstrated and justified by a program officer that every effort was made to identify a U.S. citizen and none was available, exceptions may be granted by the IIP/T Office Director;

(5) **Preparation**—Prepared background information on the host country and local issues, immunization information, visa/passport material, banking forms, insurance material, State Department travel messages, and specific project details will be provided to all U.S. Speaker and Specialist grantees by Washington, DC headquarters and the mission(s) abroad; and

(6) **Scheduling**—The length of a U.S. Speaker and Specialist Program will vary and is determined by each post. Posts may consult their colleagues at surrounding posts to formulate joint or shared projects. Regional Program Officers (IIP/G) and Program Officers (IIP/T) should also work together to inform posts about opportunities for shared projects.

## 10 FAM 388.2-2 Funding

TL:PEC-010; 06-07-2002)

Funding for the program is as follows:

(1) **Grants**—U.S. Speaker and Specialist Grants are awarded directly to individuals, not institutions or organizations. The grants are awarded on Department of State Form DS-2010, *Grant Obligation and Invitational Travel*. Grant payments are processed on Form SF- 1034, *Public Voucher for Purchases and Services Other than Personal* and where possible paid via Form SF-3881, *ACH Vendor/Miscellaneous Payment Enrollment Form*.

(2) **Honorarium**—All traveling U.S. Speaker and Specialist Grantees receive a daily \$200.00 honorarium payment for official program days, travel days and weekends. Interlocutors participating in TPCs and DVCs will receive a \$100.00 honorarium. U.S. Government employees and other U.S. Government employees such as Fulbrighters are not eligible to receive an honorarium unless they are in Leave Without Pay (LWOP) status while participating in a U.S. Speaker and Specialist program.

(3) U.S. Government employees participating in IIP programs may travel on U.S. Speaker and Specialist grants or may travel on travel orders issued by their own agency. If using travel orders, the orders must meet the criteria established under a specific Memorandum of Agreement (MOA) between the Department of State and the participating U.S. Government agency or department.

(4) **Supplemental Honorarium**—U.S. Speaker and Specialist guidelines preclude posts from enhancing honoraria with public diplomacy funds. If another mission office or hosting institution wishes to pay a grantee above the standard \$200.00 a day honorarium, this payment will not be considered part of the official U.S. Speaker and Specialist Grant. Furthermore, the Department of State is not responsible for negotiating the amount of payment, reimbursing for funds that are promised but paid, or verifying that this additional payment will be made.

(5) **Per Diem**—All U.S. Speaker and Specialist Grantees receive per diem for the entire length of the project, including authorized en route stopovers and weekends. Per diem is paid in U.S. dollars and should be paid at the rate determined by the Department of State's monthly publication, "Maximum Travel Per Diem Allowance for Foreign Areas."

Posts are required to pay the full Meals and Incidental Expenses (M&IE) portion of the per diem. If any deviation from the current lodging rate is expected (e.g., host institution covering costs, home hospitality or a special hotel rate), posts should inform the program officer of this well in advance of the speaker's arrival at post. Once a grant is written and payment procedures initiated, a speaker will not be asked to reimburse the State Department unless the project is canceled or curtailed. Posts are responsible for ensuring that all accommodations are suitable. Anything other than standard hotel accommodations must be approved by the grantee in advance.

(6) **Travel**—All grantees are entitled to round trip economy-class travel. Travel arrangements must be handled by the designated Department of State contract travel agency.

(7) **Fly America Act**—All traveling grantees **MUST** abide by the regulations defined for airline travel in the Fly America Act, if U.S. Government funds are used for the airfare. This law requires the use of U.S. airline carriers for all service to and from the United States, except in those instances where U.S. carrier service is not available.

(8) **Business Class Travel**—Approval for business class travel may only be granted by the Coordinator for International Information. Business class travel will only be authorized for the following cases:

- (a) No economy class service is available;
- (b) The grantee presents a certified doctor's certificate specifically stating that business class is required; or
- (c) A grantee travels in excess of 14-hours from wheels up to wheels down without a rest stop.

**NOTE:** There is a 14-hour exception, in that a speaker may qualify for business class travel from the CONUS gateway if **all** of the following conditions apply:

- (a) There is an urgency of the program;
- (b) The speaker cannot, due to time constraints, take a rest stop en route or upon arrival;
- (c) The trip exceeds 14 hours from wheels up at the origin city to wheels down at the final destination city, including layovers of less than eight hours; and
- (d) The post agrees to pay the cost of the business class ticket.

(9) **Advanced Purchase Excursion Fares (APEX)**—Generally, APEX fares are not used when purchasing airline tickets for grantees. In those rare instances when it may be appropriate to use an APEX fare and the use of such a fare is requested by the participating post(s), program officers should ensure that the post(s) fully understands the penalties, e.g., \$100.00-\$150.00 penalty for any changes made to a ticket. All 100% non-refundable tickets should be avoided at all times. It should be understood clearly before the issuance of an APEX fare ticket that post will be responsible for covering all penalty fees.

(10) **Ticket Reimbursement**—In those rare instances when a grantee must purchase his or her own airline ticket, program officers should advise all grantees beforehand that reimbursement is not automatic. If reimbursement is requested, the speaker needs to know the following:

- (a) The completed ticket must be submitted to the program officer after completion of the program;
- (b) The completed ticket must comply with the Fly America Act;
- (c) Reimbursement will not exceed what the State Department would have paid for the ticket; and
- (d) Monies paid for ticket reimbursement purposes are reported to the International Revenue Service as income.

**NOTE:** A flight itinerary with the airfare must accompany the request for reimbursement. The itinerary should reflect flights the speaker would have used had the State Department purchased the ticket.

(11) **Travel Warnings**—As a matter of procedure, IIP/G regional program officers will screen all requests for U.S. speakers from missions affected by travel warnings. The policy guidelines are:

- (a) IIP requires written confirmation that both the mission and respective regional bureau concur with the request to recruit a U.S. speaker and specialist for a program in a country where a travel warning is in effect.
- (b) The written confirmation must include the assurances that the grantee will be met upon arrival; secure program transportation arrangements will be made for the grantee; and the grantee will receive a briefing from the mission.
- (c) IIP will advise all prospective grantees of the travel warning and provide them with a hard copy of the travel warning before travel commences.

(d) The regional bureau will provide/arrange a briefing for any grantee desiring further information on the travel warning or on conditions in the country in question.

**Note:** Requests meeting the above criteria will be processed without delay or additional clearance procedures. When additional information is required, IIP/G teams will bring this to the attention of the appropriate regional bureau.

(12) **Book/Educational Materials Allowance**—A book/educational materials allowance of up to \$300.00 can be provided to each traveling grantee. If a larger allowance is required, it is incumbent upon the program officer to obtain approval of the post before disbursing the funds.

(13) **Miscellaneous Expenses**—All traveling grantees will receive a miscellaneous expense allowance to cover immunizations, airport departure taxes, taxis, etc. The standard allowance ranges from \$100.00 to \$300.00. Program officers are responsible for determining the amount of the allowance. For allowances that exceed \$300.00, program officers must obtain the approval of the post. Grantees participating in DVC programs can receive up to a \$150.00 miscellaneous expense allowance to cover the costs of travel to and from a designated DVC studio, parking, etc.

(14) **Translation/Interpretation Costs**—Interpreters fees will not be included in a U.S. Speaker and Specialist grant. Translation and/or Interpretation costs should be paid at post and can be reimbursed by transfers of Coordinator for International Information funds to GOE, or through the use of a miscellaneous obligating document (MOD) set up by IIP/G in advance to cover interpreters' fees.

(15) **Grant Payments**—Whenever possible, grant payments will be made to all traveling grantees prior to their U.S. departure. Grant payments will be made where possible via Form SF-3881, *ACH Vendor/Miscellaneous Payment Enrollment Form* (ACH forms). Payment for TPC/DVC programs will be made to the grantee after the project is completed.

(16) **Grantee Insurance**—Insurance is provided to all traveling grantees under the Department of State's designated insurance carrier.

(17) **Passport/Visas**—Passport and visa services will be provided for all traveling grantees by the Department of State's designated Passport/Visa vendor.



## **10 FAM 388.2-3 Visual Services**

*TL:PEC-010; 06-07-2002)*

a. The Electronic Media and Visual Services (IIP/TEM) Team provides a wide range of photo services to missions abroad and Washington, DC headquarters offices, including research, acquisition of rights, photography assignments, and creation of digital images for electronic publication and distribution.

b. Photo editors research and acquire photo rights in response to specific requests from U.S. missions abroad. Such requests may range from official portraits of U.S. officials to specialized subjects related to policy initiatives, current events, U.S. studies programs, historical background, or bilateral issues. Using online services and digital cameras, photo editors create or acquire electronic images for use in web sites, electronic journals, or transmission to missions abroad. Editors can also arrange for photography coverage of events and people both in the Washington, DC area and outside Washington, DC.

c. Photos are delivered to the requesting post as prints, transparencies, or electronic graphic files.

## **10 FAM 388.2-4 The Washington File (WF)**

*TL:PEC-010; 06-07-2002)*

The following guidelines determine the contents of the Washington File sent to U.S. missions daily:

### **(1) Guidelines for Official Texts and Transcripts:**

(a) Official administration texts, transcripts, fact sheets and chronologies.

(b) A text or transcript that conveys new policy, reiterates policy after time has passed since the original statement or that substantially elaborates or modifies a previous statement.

(c) Avoid running a text or transcript that conveys statements identical or nearly identical to those in a text or transcript that has appeared on the File in recent days.

(d) Use texts, fact sheets, and chronologies from the broad range of federal agencies, large and small, concerning issues large and small not only major policy statements but also regulatory decisions such as enforcement actions on foreign governments, their nationals and businesses.

(e) Use a text or transcript on a purely domestic issue only if it contains compellingly useful information for a foreign audience.

(f) Use a text of a U.S. ambassador's statements only if it aims at an audience beyond a single country and follows the other guidelines above.

(g) Use excerpts when possible instead of a lengthy text or transcript except for a major policy statement. Also, separately prepare excerpts from selected texts and transcripts for use by translators upon request.

**(2) Texts and transcripts from Congress:**

(a) Use a text or transcript (including from the Congressional Record) of a Senator or Representative who is a leader on the issue if it presents accurate information in a responsible manner and reflects views of a significant number of members. If it presents views opposed to administration policy, state that clearly in the top. Avoid texts and transcripts that do not reflect a broad-based body of opinion in Congress.

(b) Use a text from a Congressional committee if it presents accurate background information on an issue or legislation.

**(3) Texts from outside the U.S. Government:**

(a) Use a text if it substantially advances knowledge of an issue, influences the debate in the United States, or advocates a position held by the administration.

(b) Texts presenting ideas that lack broad-based support should only be made available in the context of a broader range of views—for example, in a collection of excerpts presenting different sides of an issue.

(c) Use a staff-written article, fact sheet or chronology in the following circumstances if:

- The story or important elements of it are not covered by text or transcript.

- Noteworthy comments are not getting broad coverage from commercial or foreign media, but then only if the article would substantially advance knowledge of an issue and provide background for it. Example: Q&A in congressional testimony and briefings.

- A staff-written piece would report an important breaking development when no text or transcript is likely to be available the same day.

- It would derive from interviews with administration officials before or after important events-major policy decisions and international meetings.

- It would set the scene for such an important event.
- A single article or series of articles would provide background on a complex international issue and provide guidance on current administration policy.
- A fact sheet or chronology on a major event is unavailable from other sources.
- An article is requested by a post, an element of the State Department or another government agency—especially if it would prove useful for a number of countries and it would follow the guidelines above.

(d) Avoid writing an article, fact sheet or chronology if the story is getting saturation coverage by the commercial media, or if a text or transcript already covers the same points.

**(4) Guidelines on Washington File deadlines, timeliness:**

(a) If the text of transcript becomes available by 4 p.m. or if the event covered by an article concludes by 4 p.m., then the text or article should run in the WF that day.

(b) Run in the WF on the same day as issued 100 percent of major policy statements as well as texts and transcripts on major breaking developments that posts need immediately to explain U.S. positions.

(c) Run all other texts and transcripts no more than one working day after their issue and articles no more than one day after the event covered.

## **10 FAM 389 UNASSIGNED**